

COMMANDER'S POLICY LETTER NO. 3

SUBJECT: Sexual Harassment Policy

1. I fully support the policy of the U.S. Army Corps of Engineers to provide a work environment free from sexual harassment for all our employees. Sexual harassment undermines the high standards of integrity and organizational values necessary for carrying out the mission of the Walla Walla District.
2. Laws and regulations define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that are made a term or condition of an individual's employment, are used as a basis for an employment decision, or create a hostile or abusive working environment. Behaviors often found to be sexual harassment include: unwelcome telephone calls or printed material of a sexual nature; unwelcome pressure for sexual favors or dates; deliberate touching; sexually suggestive looks or gestures; sexually oriented jokes or remarks; and lewd or suggestive pictures at the workplace. Sexual harassment is unacceptable and unlawful behavior that will not be tolerated in the workplace.
3. Managers and supervisors are responsible for maintaining a workplace free from sexual harassment within their organization and providing guidance to their employees on what constitutes sexual harassment and how they may seek redress [*i.e.*, to include informing the next higher level of management, contacting the Equal Employment Opportunity Office (EEO) or an EEO Counselor].
4. Employees have a responsibility in the prevention of sexual harassment by ensuring that they do not engage in any activity or practice of a sexual nature that is offensive or creates a hostile environment for their co-workers. Employees who believe they are victims of sexual harassment should make it clear such behavior will not be tolerated. Managers and supervisors will address all allegations in a swift, fair, and effective manner.
5. Managers and supervisors will be held accountable for enforcing this policy, but every employee's full cooperation is essential in the efforts of preventing

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sexual harassment. I count on each member of the Walla Walla District to assist me in maintaining a work environment free of sexual discrimination.

6. Managers and supervisors will post this policy on office bulletin boards.

/s/ (11 October 2002)
EDWARD J. KERTIS, JR.
LTC, EN
Commanding

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